

**MANSFIELD DOWNTOWN PARTNERSHIP  
FINANCE AND ADMINISTRATION COMMITTEE  
TOWN HALL  
CONFERENCE ROOM B**

**THURSDAY, FEBRUARY 23, 2012**

**MINUTES**

Present: Harry Birkenruth, Matt Hart, and Bill Simpson

Staff: Cynthia van Zelm

**1. Call to Order**

Harry Birkenruth called the meeting to order at 3:17.

**2. Approval of Minutes from January 26, 2012**

There was no quorum to approve the minutes.

**3. Storrs Center and Commercial Tenanting**

Cynthia van Zelm referred to the requirements in the development agreement between the Partnership and Storrs Center Alliance for Storrs Center Alliance to provide a business plan for each phase of Storrs Center.

Ms. van Zelm said there was the possibility of a consultant to assist with addressing the requirements of the business plan and questions that Committee members have regarding commercial tenanting.

Matt Hart suggested that the Committee develop benchmarks related to the elements in the business plan.

The Committee discussed questions for Storrs Center Alliance as it reviews Storrs Center Alliance's business plan in the future.

Ms. van Zelm will invite Shuprotim Bhaumik with HR&A Advisors to the next Finance and Administration Committee meeting to assist with review of the economic analysis of completed and future phases of Storrs Center vis a vis the business plan.

Ms. van Zelm said that Storrs Center Alliance has been working with the Partnership on a marketing plan for the Storrs Center commercial tenants. Tenants who have signed leases will be invited to a meeting in mid-March in

Storrs for discussion and input. Mr. Birkenruth suggested that Storrs Center Alliance provide an update to the Board of Directors at its April Board meeting.

#### **4. Approval of FY2011/2012 Budget Adjustment and FY2012/2013 Budget**

Ms. van Zelm said she had reviewed the Special Projects Coordinator position. She said that the duties had expanded over the last five years with the Coordinator taking on the majority of the work for the Partnership events, particularly the *Festival on the Green*, and communications work for the Partnership.

She said she worked with the Town's Human Resources staff to develop a reclassification of the position in line with similar staff positions in the Town.

Ms. van Zelm reviewed the compensation package for the Special Projects Coordinator and it was approved by consensus by the Committee. The changes would go into effect beginning in May in conjunction with the Coordinator's five-year anniversary.

The Committee discussed the FY2012/2012 budget. Mr. Hart suggested that the professional/technical line be revised to be \$35,000 (from Executive Director proposal of \$25,000) and contingency be revised to be \$15,000 from the \$25,000 proposal from the Executive Director.

The Committee approved, by consensus, recommending the FY2011/2012 budget adjustment and FY2012/2013 budget to the Board of Directors for its approval.

#### **5. Partnership Directors and Officers Insurance**

Ms. van Zelm said she had not heard back from Sumner & Sumner on its review of the liability limit on the Partnership's directors and officers insurance. Mr. Birkenruth asked Ms. van Zelm to ask John Zaccaro (who will be taking on Partnership attorney Lee Cole-Chu's duties as Mr. Cole-Chu begins his career as a judge) to review the policy.

#### **6. Update on Relocation**

Ms. van Zelm said she was pleased to report that the status of all relocation tenants has been determined. She recognized Partnership relocation consultant Phil Michalowski, former Partnership attorney Lee Cole-Chu, and Howard Kaufman and Macon Toledano from LeylandAlliance for working with her on the relocations.

#### **7. Other**

Mr. Hart reviewed the issue of the cost over-runs on the parking garage and said he would be updating the Board of Directors at its March meeting.

**8. Adjourn**

The meeting adjourned at 4:30 pm.

*Minutes taken by Cynthia van Zelm*